

CONDITIONS OF THE CALL FOR APPLICATIONS TO THE SELECTION PROCEDURE FOR POSTDOCTORAL RESEARCH STAFF CONTRACTED USING EXTERNAL FUNDING FOR SPECIFIC PURPOSES OR UNIVERSITY OF BARCELONA POLICY FUNDING

I. Subject

These terms and conditions determine the recruitment of postdoctoral research staff using external funding for specific purposes or University of Barcelona policy funding.

In addition, the purpose of this call for applications is to regulate the procedure for selecting these research staff.

The attached document describes the general data, the specific candidate requirements and details of the selection procedure in this call.

II. Candidate requirements

Candidates must meet the following requirements:

- Submit a CV indicating research experience in the relevant field.
- Submit a motivation letter.
- Hold a doctoral degree certificate when the contract is formalized. Candidates whose qualification was issued outside Spain must ensure that the doctoral degree has been officially recognized (homologate) as equivalent to the Spanish qualification or provide certification of equivalence issued by the Doctoral School of the University of Barcelona.
- Candidates from non-EU countries and all those who do not fall within the scope of international treaties signed by the European Union and ratified by the Government of Spain must have valid work and residence permits before the contract can be signed.
- Complete the other requirements described in the appendix of the call.

III. Submission of applications: submission period and required documentation

Applications to participate in the call must be submitted through the channels indicated in the appendix of the call, published on the UB E-Office, and within the period established in the document.

Applications must be signed by the candidate and submitted together with the following documentation:



- CV indicating research experience in the relevant field.
- Motivation letter.
- Other documentation specified in the appendix to the call for applications.

IV. General aspects of the selection procedure

1. Postdoctoral research staff will be chosen through a public selection process, for which a call for applications will be announced via the UB E-Office and on the Euraxess portal or equivalent.
2. The terms and conditions of the call for applications are formalized and approved by the head/director of the department/research institute to which the researcher responsible for the project, grant or agreement is attached or associated.
3. After the call for applications, administrative decisions relating to the selection procedure are announced on the UB E-Office. The relevant body may also send a personal notification, if considered appropriate.
4. The reference unit is the General Affairs Office (OAG) of the contracting department/institute or the International Research Projects Office (OPIR) in the case of selection processes in which the funds are managed by this office.

V. Admission to selection process

1. All candidates are accepted in the selection process, by decision of the contracting body, without checking the veracity of the submitted documentation or compliance with requirements, except for the required documentation (CV and motivation letter). Only the veracity of the successful candidate's documentation is checked before the contract is signed.
2. Candidates are responsible for the veracity, accuracy and suitability of the information submitted in the application and in the curriculum. Only one application per candidate will be accepted. If more than one application is received from the same candidate, only the last documentation received is considered valid.
3. If some of the required documentation (CV and motivation letter) is lacking, candidates have ten working days to amend their application, which is announced on the E-Office. The candidate is entirely responsible for submitting documentation proving their merits that must be assessed. Candidates who do not submit this documentation by the stated deadline will be understood to have withdrawn from the selection procedure.



VI. Selection Committee: evaluation and selection

1. The selection committee assesses the submitted applications and awards the postdoctoral contract.
2. The selection committee is formed as follows:
 - A research appointed by the head of department or research institute director, who acts as chair.
 - The PI of the project or research grant used to fund the contract, who acts as secretary.
 - A second researcher assigned to the research project or research grant used to fund the contract or, where this is not possible, with experience in the relevant research area.
3. Wherever possible, the composition of the Selection Committee must guarantee gender diversity and the gender perspective must be considered in applying the assessment criteria. The composition of the committee is public information and must be configured in accordance with the nature of each position offered. The Committee must ensure proper assessment of all candidates' academic, research and professional qualifications, and international and professional mobility. The assessment criteria must be public information and consistent with the requirements of the job that is offered.
4. The head/director of the department or institute is responsible for appointing all members of the Selection Committee.
5. The Selection Committee considers each application in accordance with the general criteria stated in the Appendix of the call for applications.

VII. Publication and notification of resolution

1. Once the Selection Committee has completed a general assessment of each application, the reference unit publishes the contract award proposal on the UB E-Office (within two months from the date of notice of the call for applications). This proposal contains a ranked shortlist of candidates who have attained the minimum score indicated in the Appendix of the call's terms and conditions, with the total score given to each applicant and the name of the person who received the highest score and who has therefore been selected.
2. Within five working days, the reference unit informs the selected candidate of the existence of an offer from the University of Barcelona, and indicates the deadline for accepting or rejecting the offer. This period must not exceed ten working days and may be reduced to five working days in exceptional circumstances.



3. If the successful candidate does not accept the offer within the indicated period, a notice is published stating that this candidate has rejected the offer. This person is notified and the next candidate is selected following the order agreed with the Selection Committee in the contract award proposal.

VIII. Processing of the documentation to sign the contracts

The reference unit sends copies of the contract and the rest of the documentation, in accordance with teaching and research staff hiring instructions, together with all the documentation processed by the specific committee, to the UB Academic Staff unit to manage the salary and social security registration.

IX. Formalization of postdoctoral contract

1. Once the winning candidate has accepted the offer, they have up to three months from the date on which the contract award proposal is published to submit the supporting documentation, sign the contract and take up the position.
2. If the winning candidate does not sign the contract in the established period for reasons directly attributable to this person, the contracting body publishes a notice stating that the candidate has rejected the job offer. This person is notified and, in accordance with the procedure, the next candidate on the ranked shortlist is offered the job.
3. In defining the period for signing the contract, it must be considered that candidates from non-EU countries and all those who do not fall within the scope of international treaties signed by the European Union and ratified by the Government of Spain must have valid work and residence permits before the contract can be signed, and workers from the EU must have a NIE. As such, the contracting body may extend the period for signing the contract in these cases, as well as in any other duly substantiated circumstances. In all cases, the deadline for formalizing the contract and taking up the position in question is six months from the date of publication of the contract award proposal.
4. The contract must establish a start date. In no case can this be later than the dates and deadlines set out in the above paragraphs and specified in the terms and conditions of the call for applications, funding entity or funding agreement permitting.

X. Nature of contract and legal framework

1. According to the procedure described below, the successful candidate formalises a postdoctoral contract with the University of Barcelona, with the time commitment



indicated in the appendix of the call for application's terms and conditions, associated with specific projects or research grants.

2. The legal framework that is applicable to this type of work contract is that established in the law on science and its implementing regulations. In the absence of these regulations, the consolidated text of the Law on the basic statute of public sector employees and its implementing regulations are applied.

XI. Duration and extensions

1. The maximum length of the contract is determined by the length of the projects or research grants with which it is associated and the existence of allocated funding. It cannot exceed four years.
2. The contract can be extended by the period indicated in the announcement on the Euraxess portal, as long as this extension is in accordance with the limits associated with the type of contract that needs to be used. Extensions may not be made for periods of less than three months.

XII. Suspension of contract

1. Situations of temporary incapacity, risk during pregnancy, maternity, adoption or fostering, risk during breastfeeding and paternity or any other situation that applies according to the type of contract, are excluded from calculation of the contract duration.
2. The cost of the extension corresponding to the suspended days is covered by the project that funds the contract.

XIII. Remuneration

The full amount received by the contract holders annually is that specified in the appendix of this call for applications. Payment is made directly to the beneficiary monthly and the corresponding tax withholdings are applied in accordance with current regulations.

XIV. Rights and obligations

The rights and obligations of the postdoctoral staff include, among others, participation in UB governing and representative bodies and other aspects of the content of the contract that are regulated by these terms and conditions, by the provisions in the Law of science and implementing regulations, by Organic law 6/2001 of 21 December on universities, and the rest of the applicable regulatory texts.



XV. Conflicts of interest

The selection process and award of contract are subject to all applicable legislation on conflicts of interest.

XVI. Appeals

Appeals against the postdoctoral contract award made by the corresponding Selection Committee can be lodged with the Rector of the University of Barcelona within one month from the day after the resolution is published on the UB E-Office, according to the provisions in articles 114 and 115 of Law 30/1992, of 26 November, on the Legal Framework of Public Administrations and Common Administrative Procedures.